



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

026

Date: June 3, 2014

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: CUSTOMS AND SHIPMENT CLERK

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

<u>POSITION TITLE:</u>	Customs and Shipment Clerk
<u>OPEN TO:</u>	ALL INTERESTED CANDIDATES
<u>GRADE LEVEL:</u>	FSN-05, FP-09* (FULL PERFORMANCE LEVEL)
<u>WORK HOURS:</u>	Full Time, 40 hours per week
<u>POSITION TYPE:</u>	PERMANENT
<u>OFFICE LOCATION:</u>	General Services Office
<u>OPENING DATE:</u>	Immediate
<u>DEADLINE:</u>	June 17, 2014 at 6 P.M. Kyiv Time

**FP-9 is subject for confirmation with Washington.*

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

This position is a junior position in the Customs and Shipment Office and reports to the Customs and Shipment Supervisor. Employee performs routine clerical tasks associated with customs clearance, household shipments, motor vehicle shipments and insurance registration for private and U.S. government property.

MAJOR DUTIES AND RESPONSIBILITIES:

Customer Service and Routine Clerical Tasks 25%

- Provides basic information to USDH personnel regarding POV, HHE and UAB procedures and Ukrainian customs and traffic police regulations.
- Serves as first point of contact for status inquiries.
- Sets up pack-outs and delivery dates with moving companies.
- Interacts with moving contractors to ensure timely packing and shipping services and quality performance.
- Performs miscellaneous clerical work as necessary.

Information Management 30%

- Based on input from Supervisor and Shipment Assistants, routinely enters data into the internal electronic customs and shipping databases and employees' personal shipping files.
- Updates public documents to reflect current policies and procedures.
- Maintains the public Customs & Shipping portal and the Customs & Shipping SharePoint site.

Insurance Tasks 20%

- Checks on a regular basis the validity of motor vehicle registration and insurance documentation for both government-owned (GOV) and personally-owned (POV) vehicles.
- Routinely updates the internal insurance database.
- Communicates with Embassy personnel regarding the status of their registration and insurance policies.

Financial Tasks 15%

- For local moving expenses, enters routine Bulk Purchase Agreement (BPA) calls into ARIBA system.
- Checks bills submitted by shipping, packing and transfer companies against authorizing documents.
- Corresponds with the Financial Management Office (FMO) regarding such bills on behalf of the Customs & Shipping section.

Performs other duties as assigned 10%

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

EDUCATION:

Completion of secondary school.

PRIOR WORK EXPERIENCE:

At least 1 year of clerical experience in the shipping, transportation, or governmental fields.

POST ENTRY TRAINING:

ILMS-ARIBA training. Familiarization with internal recordkeeping procedures.

LANGUAGE PROFICIENCY:

Good working knowledge (Level III) in Russian or Ukrainian language is required. Level III English is required.

JOB KNOWLEDGE:

Familiarity with Ukrainian customs clearance regulations and procedures. Must know USG regulations covering shipment procedures.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB June 17, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: **521-5155**.

Note:

Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment. **Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.**

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: JHenry (by e-mail)